



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERPE-P-OS

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 4, PERSTEMPO Management

1. References:
 - a. Message, HQDA, DAPE-MPE, 021643Z June 2000, subject: Army PERSTEMPO Policy.
 - b. Message, HQDA, DAPE-ZXI, 151547Z August 2000, subject: Warning Order-Active Army and USAR PERSTEMPO Training.
 - c. Message, HQDA, DAPE-MPE, 301020Z October 2002, subject: Army Personnel Tempo (PERSTEMPO) Philosophy and Guidance.
 - d. Memorandum, CG, USAREUR, AEAGA-M, 2 January 2001, subject: PERSTEMPO Management.
 - e. Memorandum, 21st TSC, AERPE-OP-OS, 24 March 2001, subject: PERSTEMPO Management.
2. The Fiscal Year 2000 National Defense Authorization Act authorizes “high-deployment per diem” and requires the Army to track the amount of time that deployed and non-deployed soldiers spend away from home. The intent of the legislation is to reduce the amount of time soldiers spend away from home, thereby improving morale and quality of life. Payment of high-deployment per diem is currently suspended, due to the high OPTEMPO as a result of current world events.
3. Commanders are expected to be involved in the management of PERSTEMPO events and to ensure notifications and approvals are obtained for potential “high-deployables” (currently suspended, due Army-wide extremely high OPTEMPO), based on established management thresholds as follows:
 - a. Soldiers deployed 182 days or more out of the preceding 365 days will be managed by the Deputy Commanding General, 21st Theater Support Command.
 - b. Soldiers deployed more than 220 days of the preceding 365 days will require approval from the Commanding General, United States Army, Europe.

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4. Personnel Tempo events (on-going/forecasted) must be entered in the web application database as soon as the event is forecasted or entered on the training calendar in order to prevent an undesired level of backlog at the unit.
5. The Army/USAREUR, standard for data entry is within 7 days of start of event. However, commanders and 1SGs must ensure that PERSTEMPO data is entered within 24 hours of notification and no later than 7 days of start of event. Events must not be batched but entered in the database as quickly as possible.
6. The PERSTEMPO reconciliation within the 21st TSC must be accomplished monthly at a minimum, using leave and earning statements, training records, TDY Orders, etc, against the PERSTEMPO web application printout for each unit. During reconciliation, forecasted events previously entered in the database but re-scheduled, cancelled or scaled-back will be adjusted for each affected individual. In addition to monthly reconciliation, PERSTEMPO clerks are required to update the database daily or as changes occur. (See Enclosure 1)
7. In-processing/Out-processing. Units are required to verify soldier's PERSTEMPO events upon reporting in to the unit, using data provided to the soldier from the losing Command. All out-processing soldiers (PCS, ETS and REFRAD) will verify their PERSTEMPO counter with the unit PERSTEMPO clerk and provided with an accurate and validated print out of their PERSTEMPO counter summary. (See Enclosure 2)
8. Commanders will brief PERSTEMPO management in their Quarterly Training Briefings and also monitor compliance with PERSTEMPO Management Standard through their Command Inspection Program.
9. Personnel Tempo events and definitions can be found on the PERSTEMPO management web site at <http://www.perscom.army.mil/perstempo>.
10. The Office of the Deputy Chief of Staff, G1, 21st TSC is the staff proponent for PERSTEMPO management within the command. The G1 point of contact is the Chief, Plans, Operations, and Support Branch, 484-7320.

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11. FIRST IN SUPPORT!

2 Encls

1. Flow Chart

2. Steps



BENNIE E. WILLIAMS

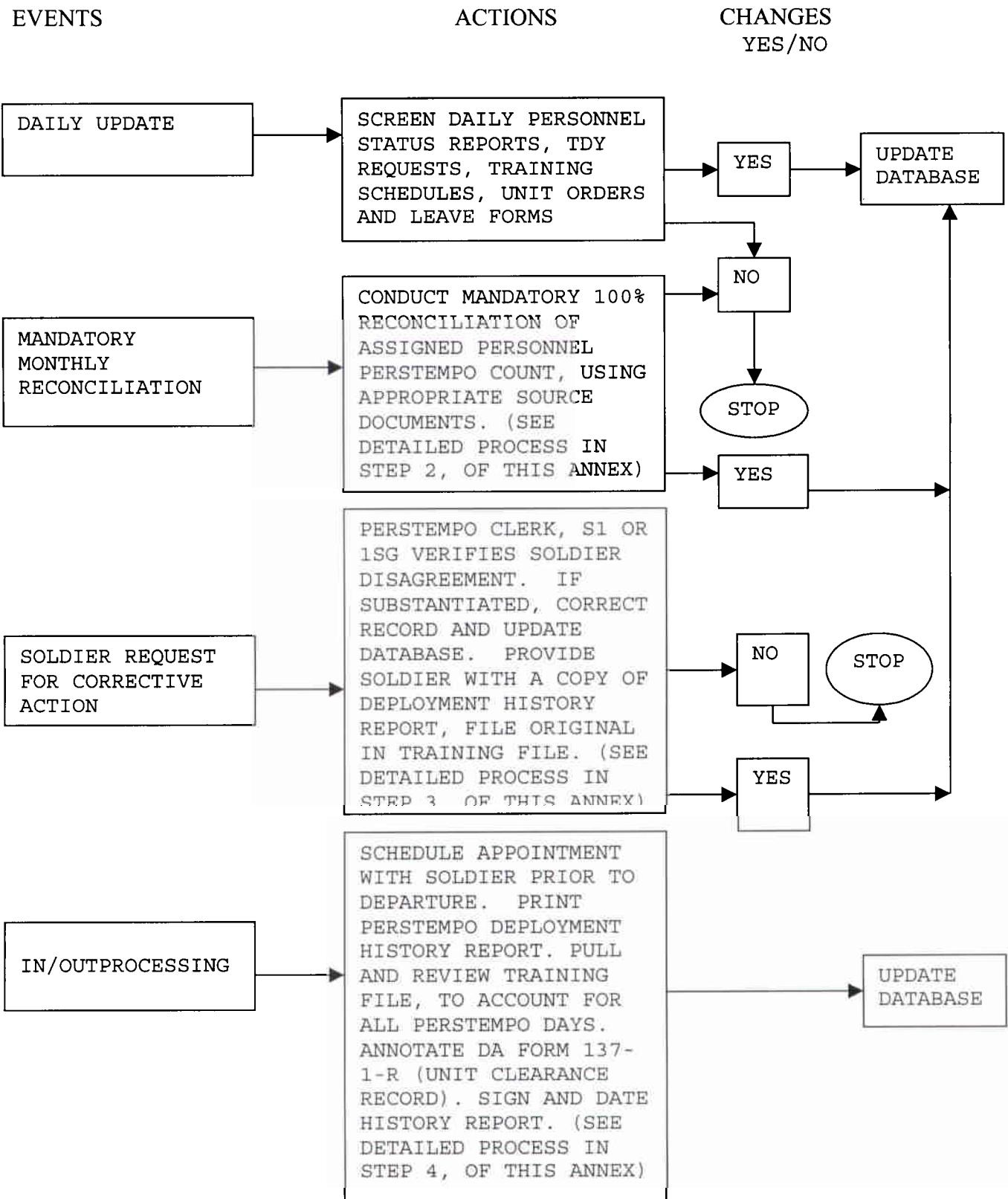
Major General, USA

Commanding

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A (21st TSC Cir 25-30)

PERSTEMPO DATABASE UPDATE/MONTHLY RECONCILIATION PROCESS



PERSTEMPO SOURCE DOCUMENTS: TDY ORDERS, TCS ORDERS, UNIT DEPLOYMENT ORDERS, LES, TRAINING LOGS, SCHEDULES & CALENDARS, LEAVE FORMS FOR TRAINING DURING A CREDITABLE EVENT, RECORD OF HOSPITALIZATION, TIME AWAY FROM PERMANENT DUTY STATION, MEMORANDUM OF TRAINING SIGNED BY UNIT COMMANDER.

**PERSTEMPO DATABASE UPDATE, MONTHLY RECONCILIATION, AND
IN/OUT - PROCESSING PROCEDURE**

STEP 1. DAILY UPDATE: ROUTINELY VERIFY NEW INFORMATION THAT HAS PERSTEMPO IMPACT ON ASSIGNED PERSONNEL AND UPDATE THE PERSTEMPO WEB APPLICATION DATABASE AS EVENTS OCCUR OR ARE FORECASTED.

STEP 2. MANDATORY MONTHLY RECONCILIATION: CONDUCT A 100% PERSTEMPO RECONCILIATION OF ASSIGNED PERSONNEL AS FOLLOWS: 1. RUN A PERSTEMPO DEPLOYMENT REPORT BY AHRI FOR ASSIGNED UNIT. 2. ENSURE ALL ASSIGNED PERSONNEL ARE CORRECTLY ASSOCIATED WITH AHRI/UIC. 3. COMPARE THE DEPLOYMENT COUNTER ON THE DATABASE FOR EACH INDIVIDUAL AGAINST ANY NEW CHANGES SINCE THE LAST UPDATE, USING APPROPRIATE SOURCE DOCUMENTS (LES, TDY ORDERS, TRAINING SCHEDULES ETC). 4. IF CHANGES HAVE OCCURRED, UPDATE DATABASE ACCORDINGLY. 5. SCRUB REPORT TO IDENTIFY SOLDIERS THAT HAVE DEPARTED THE UNIT. 6. IF DEPARTED SOLDIERS ARE STILL SHOWING ON REPORT, GO TO THE PERSTEMPO WEB PERSONNEL MENU, HIGHLIGHT THE APPROPRIATE AHRI. 7. GO TO THE DROP-DOWN SELECT OPTION MENU, SELECT UNASSOCIATE PERSONNEL TO REMOVE SOLDIER FROM AHRI. 8. REPEAT THE SAME PROCESS BY SELECTING UIC, TO REMOVE SOLDIER FROM UNIT. 9. WHEN AN ASSIGNED PERSONNEL IS NOT SHOWING, GO TO THE PERSTEMPO WEB PERSONNEL MENU, HIGHLIGHT THE APPROPRIATE AHRI. 10. GO TO THE DROP-DOWN SELECT OPTION MENU, SELECT ASSOCIATE PERSONNEL TO ADD SOLDIER TO AHRI. 11. REPEAT THE SAME PROCESS BY SELECTING UIC, TO ADD SOLDIER TO UNIT. 12. RUN AN UPDATED PERSTEMPO DEPLOYMENT HISTORY REPORT FOR EACH ASSIGNED SOLDIER AND HAVE THE S-1 OR COMMANDER SIGN. PROVIDE COPY TO SOLDIER AND FILE ORIGINAL IN SOLDIER'S INDIVIDUAL TRAINING FILE.

STEP 3: SOLDIER REQUEST FOR CORRECTIVE ACTION: WHEN ASSIGNED SOLDIERS NOTES DISCREPANCIES WITH THEIR PERSTEMPO COUNT, EITHER ON THEIR LES OR DEPLOYMENT HISTORY REPORT, THE COMMANDER, 1SG, OR PERSTEMPO CLERK SHOULD ATTEMPT TO RESOLVE IT BY TAKING THE FOLLOWING STEPS: 1. RUN A NEW PERSTEMPO HISTORY REPORT. 2. COMPARE THE TOTAL DEPLOYMENT DAYS ON THE REPORT AGAINST THE TOTAL NUMBER OF DAYS ON THE SOURCE DOCUMENT THE SOLDIER HAS PRESENTED. 3. IF THEY MATCH, AND NO OTHER PERSTEMPO EVENT CAN BE SUBSTANTIATED; NO FURTHER ACTION IS REQUIRED. 4. IF THEY DON'T MATCH, VERIFY THE CUT-OFF DATE ON THE SOURCE DOCUMENT PRESENTED BY THE SOLDIER AGAINST THE DATE HIS/HER LAST PERSTEMPO EVENT WAS ENTERED ON THE DATABASE. 5. CHECK OTHER SOURCE DOCUMENTS ON FILE TO ENSURE ALL PERSTEMPO EVENTS HAVE BEEN ENTERED IN THE SYSTEM. 6. IF THE DISCREPANCY IS SUBSTANTIATED, MAKE CHANGES TO UPDATE THE DATABASE ACCORDINGLY. 7. RUN AN UPDATED HISTORY REPORT, HAVE SOLDIER AND S1 SIGN, THEN PROVIDE COPY TO SOLDIER AND FILE ORIGINAL IN INDIVIDUAL'S TRAINING RECORD.

STEP 4. IN/OUT PROCESSING: 1. SCHEDULE AN APPOINTMENT WITH THE SOLDIER TO REVIEW PERSTEMPO DAYS AT LEAST 30 DAYS BEFORE DEPARTURE. 2. ASK THE SOLDIER TO BRING ANY DOCUMENTS HE/SHE HAS TO DOCUMENT PERSTEMPO DAYS. 3. PULL THE SOLDIER'S INDIVIDUAL TRAINING FILE. 4. REVIEW AND ACCOUNT FOR ALL PERSTEMPO DAYS. 5. IF THE NUMBER OF AUDITED PERSTEMPO DAYS AGREES WITH THE NUMBER OF DAYS RECORDED ON THE INDIVIDUAL EVENT HISTORY SHEET, DO THE FOLLOWING: (a) TYPE OR PRINT THE REVIEWER'S AND SOLDIER'S SIGNATURE BLOCKS ON THE INDIVIDUAL EVENT HISTORY SHEET ALONG WITH THE TIME FRAME THAT IS BEING VERIFIED. (b) ENSURE BOTH REVIEWING OFFICIAL AND THE SOLDIER SIGN AND DATE THE INDIVIDUAL EVENT HISTORY SHEET. (c) ENSURE THE ORIGINAL SIGNATURE COPY IS INCLUDED IN THE OUT-PROCESSING DOCUMENTS THAT ARE HAND CARRIED TO THE NEXT DUTY STATION. (d) FILE A COPY IN SOLDIER'S INDIVIDUAL TRAINING FILE. (e) PROVIDE A COPY TO THE SOLDIER FOR HIS/HER PERSONAL RECORDS (f) IN SECTION C, DA FORM 137-1-R (UNIT CLEARANCE RECORD), TYPE OR PRINT "PERSTEMPO DAYS VERIFIED" ALONG WITH THE AS OF DATE, THE NUMBER OF PERSTEMPO DAYS IN THE MOST RECENT 365 DAY WINDOW, AND THE NUMBER OF PERSTEMPO DAYS IN THE MOST RECENT 730 DAY WINDOW. (g) THE REVIEWING OFFICIAL WILL INITIAL ENTRY. 6. IF THE NUMBER OF PERSTEMPO DAYS DO NOT AGREE WITH THE DAYS RECORDED IN THE PERSTEMPO SYSTEM, FOLLOW THE PROCEDURES OUTLINED IN STEP 3, (SOLDIER REQUEST FOR CORRECTIVE ACTION), BEFORE COMPLETING STEPS (a-g) OF THIS SECTION.